

# Subject: Notice of Construction Fee Restructuring

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about important updates regarding the construction fee structure for the ongoing project at [Project Name/Location].

After careful consideration and evaluation of the project's progress and associated costs, we have decided to restructure the existing fee schedule. This adjustment is necessary to ensure the continued quality and efficiency of our services.

The key changes in the fee structure are as follows:

- New base fee: [New Fee Amount]
- Revised payment schedule: [Details of the revised payment schedule]
- Additional costs: [Any additional costs, if applicable]

These changes will take effect from [Effective Date]. We understand that this may raise questions, and we are committed to providing clarity and support during this transition. Please do not hesitate to reach out with any queries or if you need further details.

Thank you for your understanding and continued partnership. We look forward to successfully completing the project together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]